

# TAKUDZWANASHE DAUDI

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G174B WILLOWVALE FLATS HIGHFIELD HARARE

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## PROFILE

A highly Organized, dedicated and ambitious student, budding professional with excellent attention to detail, and thirst for learning interesting in working closely with experienced professionals and contribute while utilizing my technical skills and providing service, by applying and honing my knowledge and skills while making a significant contribution to the success of the Organization.

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## EXPERIENCE

### 2021 – 2022 DEC

*WEB DESIGNER and Technicians, ZIMBABWE BLIND WOMEN TRUST*

Administrative support, including database and file management, answering phones and general office duties

### JANUARY 2023

CONTRACT • TRAFFIC SAFETY OF ZIMBABWE,

Administrative support, including database and file management.

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## EDUCATION

**Ordinary Level • 2018 • Mt St Mary's High school**

**12 O Level Passes**

**A LEVEL • 2020 • JAMESON HIGH SCHOOL**

**3 A LEVEL PASSES**

**COMPUTER OPERATIONS AND PACKAGES (HEXCO) • 2018 • MT ST MARY'S HIGH SCHOOL**

**D (Distinction)**

## LANGUAGES

English	Fluent
Shona	fluent
Ndebele	good

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## KEY SKILLS AND CHARACTERISTICS

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- Critical Thinking
- Handling Pressure
- Leadership
- Problem Solving
- Microsoft Office Suite
- 90 WPM Typing Speed
- Adaptability
- Java Script
- HTML, PHP, REACT.js, CSS
- Computer Literacy
- Communication skills
- Leadership skills
- Interpersonal skills
- Cooperation and team work
- Able to facilitate training using Modern methods and technology
- Ability to communicate in English both written and spoken fluently
- Ability to work under pressure in a fast-paced high-risk environment
- Comfortable to work in culturally diverse teams
- Physically and mentally fit
- Exceptional team player and hard worker
- Diligent, loyal and flexible
- Dependable and trust worthy
- Willingness to learn skills and self-motivated

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## ACTIVITIES AND INTERESTS

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Literature, environmental conservation

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## VOLUNTEER EXPERIENCE OR LEADERSHIP

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2015-16 junior council

2017-18 junior parliament of Zimbabwe

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## REFERENCES

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Mrs Fungai N Mukora - "University of Zimbabwe"

Dean

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Mr Matsiwe - "Jameson High School"

Headmaster

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Mr T Rupere  
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